



NATIONAL SCIENCE FOUNDATION

ANNOUNCEMENT NUMBER S20020125-IPA DIRECTOR, DIVISION OF EXPERIMENTAL AND INTEGRATIVE ACTIVITIES (EIA)

The National Science Foundation is seeking qualified candidates for the position of Director, Division of Experimental and Integrative Activities (EIA), Directorate for Computer and Information Science and Engineering (CISE). In addition to seeking candidates who are interested in appointment on a Senior Executive Service career basis (S20020125-C) or limited term basis (S20020125-LTD), NSF is also inviting individuals who might be interested in an Intergovernmental Personnel Act assignment to submit an application. A statement of duties of the position and a list of qualification requirements are included below and on the reverse side of this announcement.

Initial assignments under the IPA mechanism may be made for a period of up to two years. Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

**National Science Foundation
Division of Human Resource Management
Executive Personnel
ATTN: S20020125-IPA
4201 Wilson Boulevard, Room 315
Arlington, VA 22230**

The closing deadline for receipt of applications is August 9, 2002.

Applications may be transmitted electronically to execsrch@nsf.gov, mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20020125-IPA, 4201 Wilson Blvd., Arlington, VA 22230. The phone number for vacancy announcements coordinated by the Executive Personnel Staff is (703) 292-8755; hearing impaired individuals should call TDD on 703-292-8044. Persons interested in the Senior Executive Service appointment options should request copies of announcements S20020125-C and S20020125-LTD for additional information and application instructions. Announcements may be accessed electronically under Vacancies on NSF's Homepage www.nsf.gov/jobs. Information on the NSF mission, structure, programs and operations may be found at www.nsf.gov. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

STATEMENT OF DUTIES: Serves as a member of the CISE Directorate leadership team and as the Foundation's principal spokesperson in the area of experimental and integrative activities in computer and information science and engineering research and education. Directs activities of the Division of Experimental and Integrative Activities, which furthers the evolution of multidisciplinary research involving CISE and other disciplines; contributes to the creation of a diverse personnel pool; carries out exploratory and prototype projects crossing organization boundaries; operates special international activities; and supports special studies and analyses on issues affecting CISE disciplines. Implements overall strategic planning and policy setting, provides leadership and guidance to Division staff members, determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. Fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations and the academic community.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY
QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

DIRECTOR, DIVISION OF INFORMATION AND INTELLIGENT SYSTEMS (IIS)

QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the conduct and support of experimental and integrative activities in computer and information science and engineering research and education. Includes the ability to formulate effective program strategies on information technology issues that effectively balances technical considerations, public interest, private involvement, and governmental activities.
2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results Driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing, and coordinating diverse research and infrastructure programs in CISE research areas. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to balance complex and diverse program demands within available resources in response to major changing needs in computing and information science and engineering fields.
4. **Business Acumen.** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of computing and information science and engineering research and education and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives in partnership efforts with other Federal organizations and academic and industrial institutions. Includes the ability to interact constructively with Federal officials, Congress, representatives of professional organizations and the public sector.

Desirable

1. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.

Essential

PROFESSIONAL/TECHNICAL

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in computer and information sciences and engineering or a related scientific or engineering field.
2. Knowledge of current capabilities and initiatives focused on computer and information science and engineering research and education.
3. Substantial research contributions and strong evidence of scholarship focusing on computer and information sciences and engineering, as evidenced in publications or recognized innovative leadership in research administration.
4. Broad understanding of universities and other institutions where cross-cutting research and education in science and engineering is conducted.

Desirable

1. Demonstrated broad knowledge of diverse fields of computer and information science and engineering.
2. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER